

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**July 2, 2018**

Chairman Dale Bevans called the meeting to order at 6:35 pm.

**ROLL CALL**

Roll call was taken by Secretary Lori Poorman. Beverly Martel, Kevin Helms, Tom Demler and Dale Bevans of the Board were present. Rick Rudy and Jim Heisey were absent. Paul Lutzkanin, Tony Fitzgibbon, Kevin Snader and Lori Poorman were also present.

**COMMENTS/COMPLAINTS**

None

**MEETING MINUTES**

Mrs. Martel made a motion to accept the meeting minutes as written. Mr. Helms seconded the motion and the meeting minutes were accepted by the Board without objection.

**TREASURER'S REPORT**

**Bills Payables** - The payables were presented to the Board for approval to be paid in the amounts of \$90,378.63 from the Sewer Fund and \$10,366.62 from the Water Fund. Mr. Demler made a motion to pay the bills. Mr. Helms seconded the motion and the Board voted in favor of the motion.

**Financial Statement** – The financial statement was presented to the Board for approval. Mrs. Martel made a motion to accept the financial statement, pending audit. Mr. Demler seconded the motion and the Board voted for the acceptance of the financial statement as presented, pending audit.

**OFFICE MANAGER'S REPORT**

Ms. Poorman reported that the Authority had received a \$1,775.00 refund for the 2017 WC insurance and that Mrs. Shaver and Mr. Burt had both made down payments.

**OPERATION MANAGER'S REPORT**

Mr. Snader reported that recently purchased pallet racking has been installed.

Mr. Demler made a motion that the Authority employee handbook be updated to reflect requirements for background checks and that new employee Martin Uber's background check be placed in his personnel file and that any employee who paid for a background check be reimbursed that cost. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

**ENGINEER'S REPORT**

Mr. Lutzkanin briefly reviewed the Five-Year Capital Plan with the group and requested that a workshop committee meet with Mr. Steckbeck to review the Plan in more depth.

**SOLICITOR'S REPORT**

Mr. Fitzgibbons reported that he is moving forward with the paperwork for the property at 2619 South Pine Grove Street.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**COMMITTEE REPORTS**

**Budget Committee**

**Building Committee**

**Operations Committee**

**COMMENTS/COMPLAINTS**

None

**ADJOURNMENT**

Mrs. Martel made a motion to adjourn the meeting. Mr. Helms seconded the motion, and the Board voted in favor for the motion to be carried.

The meeting adjourned at 7:30 pm.

**Respectfully submitted,  
Lori Poorman  
Office Manager**